Brickyard News

Louisiana Property Assistance Agency

Auction Information

The next two auctions will be on October 9th and November 13th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

What's Going on at LPAA?

As mentioned in the July issue of the Brickyard News, there are a few changes around LPAA! The most obvious change is the AMS8 system upgrade, which took place on August 30th. We have held over 10 training classes for the upgrade so far, and will have many more scheduled soon. If you still haven't made it to a training, but have questions, the fastest way to get a response is by clicking the Support button at the top of the AMS screen. With the Compliance Officers always on the road, leaving a voicemail you may not get a quick response. By sending a support request, your question will be answered by one of five people.

Speaking of Compliance Officers, Rebecca Kleinpeter is now one. Her email remains the same, but her phone number has changed to 225-342-4324. She has been with the Compliance Section for seven years and we are extremely proud to have her continue her career here at LPAA.

Another new member of the Compliance Section is Shannon Rushing. Shannon will be taking over the responsibilities of Rebecca's old desk. Her email address is Shannon.rushing@la.gov and phone number is 225-342-6853. Remember, if your Compliance Officer is out of the office, you can always call Shannon for assistance.

Other important numbers you may want to remember around LPAA are the main office, which is 225-342-6849. LPAA's fax number is 225-342-6891.

As always, we are Louisiana Property ASSISTANCE Agency and are here to help!

Information for the Public

As you know, LPAA holds auctions the second Saturday of every month! Auctions are open to the general public, so as a state employee you can still attend. Have you ever been to an auction? It's a blast!

LPAA will be setting up a booth at the 26th Annual National Hunting and Fishing Day on September 25, 2010! This takes place at the Wildlife and Fisheries Waddill Outdoor Education Center in Baton Rouge. The address is 4142 Flannery Road, Baton Rouge, LA 70814. It's a great expo for people interested in hunting and fishing. It is kid friendly with live animals, games, and great giveaways. For more information on the event, call 225-765-2496.
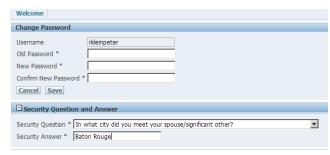
AMS8 Upgrade FAQ

For those of you who have taken the time to log into AMS this month, you've probably noticed a few changes to the system. In the last BYN we gave users a heads up on things to come. We have compiled a few frequently asked questions to help users out.

- **What is my database? LA.** The database has not changed from the older version to AMS8. The difference you will notice is the shortcuts on your desktop may not work. If you go to www.incircuit.com and select the customer login box, you will be prompted to enter your database and service (which is LA and Asset Management). You will then get to a blue and white screen where you can enter your ID and password. If you right click on this screen you will have the option to create a new shortcut.

- **How can I get my password reset?** One major perk about the new upgrade is you can reset your own password once you set a security question. If you are currently in AMS8 you can click "Change Password" and it will bring you to a screen to set the question. LPAA can't see the answers to your security questions so select one easy to remember. If you are currently locked out of the system, click "forgot username or password" for assistance. **Please do not call or email anyone at LPAA for a password.**

- **Where is my advance search option? It brings me to reports.** An advanced search is now considered a report. To use the advance search you will need to set filters for the items you are looking for. Your first filter should always be "Status does not equal Inactive". Another filter that will 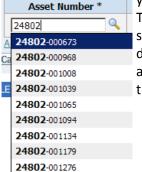help is "Acquisition Method contains Original". From there you can add filters as needed. If you are searching for your agency's computers, you'll add another filter saying "Description contains computer". If you are searching for just vehicles, you add a filter saying "Asset Type equals Vehicle". There are an infinite number of filters you can set to find assets.

- **Why aren't my transfers in AMS8?** All transfers that were entered prior to the upgrade are still there, users just need to search them a different way. Transfers in AMS8 are split up between Transfers and Disposals. Under the Transfer tab are surplus transfers and transfers to another agency. The Disposals tab contains immediate disposals such as stolen, scrap, dismantle, etc. Due to the fact the transfers are split out, you can only search a transfer number under the transfer option. For example, a surplus transfer number will not show up under the disposal tab. The fastest way to find a transfer now is to run the Regular Transfer Detail Report, which will show any type of transfer.

- **The system is telling me my assets are not valid assets when I'm trying to put them on a transfer!** You'll notice as you are typing your asset numbers in the field a small circle appears like the system is thinking. The system is actually double checking to make sure it is an asset. Once the system finds the asset it will show under the field in blue, where you can click the asset to validate it. Actually, if you don't want to type in the entire number, you can type just the last few digits of the asset number and the system will find each asset with that number. From there you can select it and add it to the transfer.

AMS8 Upgrade FAQ

- **There is no where to add a non-tagged item to a transfer!** After creating a transfer, you can add a non-tagged item by clicking "create new asset" under the field where you would enter tagged assets. When you click that link it will bring a pop-up screen to add a non-tagged. What's good about this screen is you have multiple options of saving. If you have multiple non-tagged items to add to the transfer you can click "save & same". The non-tagged item will save, and the screen will pre-populate your previous info making it quicker to add more items.

- **What is the option Transfer by Filter on the transfers?** This option allows users to search particular assets and add them to the transfer in a batch. For example, if you are doing a disposal transfer for your unlocated assets, you can select the transfer by filter option, search the unlocated assets for the third year, then add them to the transfer in one click. Another situation would be surplusing an entire location code of assets.

- **What access level should I give people?** There are five different access levels users can have.
  Agency User is the ability to add, edit, and dispose of property or fleet records. We often call it "full access".
  Fleet User is the ability to add, edit, and dispose of only fleet records.
  Fleet Maintenance is the ability to edit fleet records.
  Fuel Entry is the ability to only add fuel/mileage and maintenance to fleet records.
  Read Only users can only view the system, but make no changes.
  It's up to the property manager which level to issue to their agency's users. All users will be able to run reports.

- **I heard creating a location index with AMS8 is really easy. What are the steps?** One of the new features of AMS8 is the Download button you see in various places. This button will allow you to download results or information into an Excel file. If you go to Contacts > Agencies > search your agency number > View, you will see your organizational detail information. Expand the Locations section. Clicking the Download button above Add a Location will put all of your location codes in Excel. Modify this Excel file as a cross walk of what your locations are and what they mean. For example, 001 may stand for Claiborne Building 1st Floor , or Administration may mean the Administration Offices in the State Capitol. Once you clarify what your locations mean, you'll have your location index.

CLERICAL	1059 Brickyard Ln - Clerical Cubicles
COMPLIANCE	1059 Brickyard Ln - Compliance Offices
OFSS	1201 Capitol Access - Claiborne Building
PURCHASING	1059 Brickyard Ln - Purchasing Offices
WAREHOUSE	1059 Brickyard Ln - Warehouse

As always, we are here to help. If you have questions about the system, there are built in tutorials in the Help menu or you can click Support and send us an email.